



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO 6280.1A

G-4

16 AUG 2001

STATION ORDER 6280.1A

From: Commanding General
To: Distribution List

Subj: SOLID WASTE (NONHAZARDOUS) RECYCLABLE MATERIALS PROGRAM/
QUALIFIED RECYCLING PROGRAM (QRP)

Ref: (a) DepSec Memo Sales of Recyclable Materials (10 U.S.C.)
2577
(b) DOD Instruction 4715.4 (NOTAL)
(c) MCO P5090.2A
(d) CMC ltr 11350 LFF-1 of 16 Jun 1998
(e) COMCABWEST Fiscal Letter of Instruction 1-86

Encl: (1) Unit Recycling Procedures
(2) Items that May or May Not be Recycled and Directly
Sold Under a QRP
(3) Recycling Fund Advisory Board Charter
(4) Housing Department Recycling Procedures
(5) Standard Operating Procedures for Turn-In of
Ammunition, Explosives and Dangerous Articles (AEDA)
(6) Satellite site and pick up locations
(7) Sample Command Activity letter

1. Purpose. To establish procedures for operating, managing and enhancing Marine Corps Air Station Miramar's (MCAS) solid waste (nonhazardous) recycling program/Qualified Recycling Program (QRP) in accordance with the references.

2. Cancellation. StaO 6280.1.

3. Background

a. Per reference (b), there is a requirement to reduce 30 percent of materials sent to a landfill. Therefore Marines and Sailors aboard Marine Corps Air Station Miramar, their family members who live aboard the Air Station and civilian personnel who either work or visit the Air Station who generate the solid waste (trash) will participate in authorized Station Recycling Program.

b. MCAS Miramar now operates a single, authorized recycling program designated to reduce the amount of trash sent to the Station's landfill. Every unit, organization and agency operating under MCAS Miramar's U.S. EPA identification number (CA9170024740)

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will, along with every Station household, participate to the fullest extent practicable in the Station's recycling program.

c. Reference (a) provides guidance to the military services to implement their respective recycling programs.

d. References (b), (c) and (d) provide further guidance for establishing a Marine Corps installations QRP and specifies the types of materials to be recycled. It provides the requirements for segregation, collection, accounting and how funds generated from the sale of recycled material will be obligated.

e. Reference (e) establishes the accounting for collection and budgeting procedures for use of proceeds from the sale of recyclable materials.

f. Revenues generated from the recycling program are used per references (a) through (d), to cover operation, maintenance and overhead costs incurred in the operation of the station's recycling program. Funds will also be used for pollution abatement, energy, and safety programs. After all operational and environmental costs are paid, funds may be utilized for non-appropriated morale, welfare and recreation purposes per the provisions of reference (e).

4. Action

a. Tenant Units and Organizations:

(1) Actively engage in the Station Recycling Program.

(2) Designate, in writing using the example outlined in enclosure (7) herein, a recycling representative to be the point of contact for recycling matters. Personnel assigned will coordinate all recycling matters with the Station's Recycling Manager.

(3) All recyclable materials (metals, paper, etc.) will be turned into the Station Recycling Center. Units will contact either the Recycling Center personnel or Station Property for a screening of their materials at their unit site. The Station Recycling representative and command representative will determine whether to transfer material to the Defense Reutilization and Marketing Office (DRMO) or the Station landfill.

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(4) Each command and activity will segregate materials at their respective work place. The term segregation is defined as the placement of materials, such as glass, cardboard or cans, in appropriate containers, at or near the job site.

(5) Deliver all recyclable materials to the Recycling Center for disposal per the procedures contained in enclosure (1). The Station Recycling personnel will only pick up those recyclable items at the satellite sites outlined in enclosure (6). Large volumes of recyclable materials that rapidly accumulate, may require the tenant unit to request collection pick-up by the Recycling Center. Recycling item segregation will still be completed by unit personnel prior to arrival at the recycling center, as prescribed in enclosure (1). Enclosure (2) provides a list of items that are recyclable.

(6) Conduct frequent inspections of areas to ensure compliance with this Order, i.e. all materials will be segregated and organized, all trash in and around the recycling center will be picked up on a daily basis.

b. Assistant Chief of Staff (AC/S), G-4 Installations and Logistics (I&L)

(1) Advise the Commanding General (CG) on all matters relevant to the management of the QRP.

(2) Supervise the implementation of this Order.

(3) Chair the Recycling Advisory Board.

(4) Develop all budget data for proposed use of recyclable funds to be submitted to the AC/S, Comptroller, MCAS Miramar, when requested.

(5) Whenever practical, procure materials which are made from recycling materials.

(6) Ensuring adequate and appropriate equipment is provided.

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c. AC/S, Comptroller. In accordance with applicable laws and regulations and this Order, promote MCAS Miramar's recycling program by:

(1) Supervising the receipt, maintenance and disbursement of revenues generated from the recycling program per all applicable regulations and guidance.

(2) Supervising the development of a written recycling revenue quarterly report to account for all revenues received, maintained and disbursed within the fiscal year quarter and within the fiscal year. At the end of each quarter, deliver the report to the Recycling Program Manager.

(3) Allocating to the AC/S, G-4 I&L, funds for approved projects and authorized expenditures through the budget process.

d. Director, Logistics Division. Implement MCAS Miramar's recycling program by:

(1) Staffing, directing and supervising MCAS Miramar's Recycling program.

(2) Semiannually, conduct an internal financial review of funds provided or mailed to the QRP, which are then turned in to the Resource Plans and Operations Analysis (RPOA).

(3) Providing promotion/publicity for the recycling program through the base newspaper, periodicals and other methods as required.

(4) Providing monthly statistic's (material and financial) to the AC/S, G-4 I&L.

(5) Provide recommendations to the AC/S, G-4 I&L concerning the requirement to meet with the Recycling Advisory Board to discuss recycling matters.

e. Recycling Program Manager. Manage MCAS Miramar's recycling program by:

(1) Supervise recycling personnel and facilities.

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(2) Make liaison with the AC/S, G-4 I&L and Comptroller, and maintain records regarding receipt of revenues generated from the recycling program.

(3) Provide on-site assistance, as necessary, to all units, departments and activities for the implementation of source segregation recycling policies and ensuring sufficient recycling containers are provided to all organizations. Coordinate and establish collection sites that are in accordance with applicable fire safety codes.

(4) Ensure all personal protective equipment for the QRP is being worn and personnel are adhering to safety regulations.

(5) Establish a safety program within the Recycling Center for the proper handling and use of equipment (i.e. balers, forklifts, bobcat, etc.). Establish comprehensive equipment maintenance and a vehicle operator-licensing plan.

(6) Ensure all applicable Environment laws and regulations are followed per Marine Corps, State and local directives.

(7) Provide monthly status reports to the Director, Logistics Division, G-4, I&L pertaining to materials recycled by type and amounts as well as a monthly financial status of the recycling operations.

(8) Ensure the Recycling Center storage lot is kept clean of loose trash and all material is segregated into commodity bins.

f. Director, Base Housing

(1) Make liaison with MCAS Miramar's Recycling Program Manager. Supervise the implementation of the recycling program by:

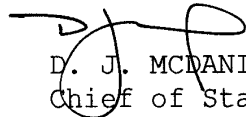
(2) Ensure residents are made aware of MCAS Miramar's recycling program and that they receive a copy of enclosure (4) before occupying government quarters.

(3) Ensure residents receive recycling collection containers.

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g. AC/S, Marine Corps Community Services (MCCS). Provide a MCCS representative to coordinate with MCAS Miramar's Recycling Program Manager to supervise the implementation of the recycling program by ensuring, where practicable, that MCCS activities participate in MCAS Miramar's recycling program.

5. Applicability. This Order is applicable to all tenant units, activities and organizations located aboard MCAS Miramar.


D. J. MCDANIEL
Chief of Staff

DISTRIBUTION: A

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UNIT RECYCLING PROCEDURES

1. Policy. Every unit, organization and agency operating under MCAS Miramar's U.S. EPA identification number (units) will recycle, to the greatest extent practicable, their trash. Enclosure (4) is also applicable to units and unit barracks.

2. Procedures

a. Cardboard. Flatten cardboard and place it in the unit's designated cardboard container and transport it to the Station Recycling Center.

b. High Grade and Computer Paper. Recycle all white high Grade and computer paper. High-grade paper includes: letterhead, business forms, stationary, typing paper, most Marine Corps forms and manuals (colored covers removed). Whenever possible, do not mix high-grade and computer paper with other mixed paper. Transport the paper to the Station Recycling Center.

c. Mixed Paper. Collect other paper of all grades and transport it to the Station Recycling Center. Do not include NCR paper, carbon paper, film, paper towels and wrappers.

d. Aluminum and Scrap Metal. Deliver scrap aluminum and other scrap metal to the Station Recycling Center.

e. Pallets. Collect and deliver all serviceable pallets to the Station Recycling Center.

f. Self-service Items. The Self Service Center recycles many types of materials (i.e., printer toner cartridges, electronic typewriter ribbons, fluorescent lamp tubes, etc.). Often, recycling these materials is as simple as returning them in their original containers to the Self Service Center.

g. Aerosols. All aerosol cans turned in for recycling purposes will need to meet the following requirements:

(1) The unit turning in aerosol cans must identify itself on the package with their complete unit name, unit phone number and point of contact (POC) information.

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(2) Aerosol cans must be segregated into three common classes: paints, solvents or lubricants. Any other materials will need to be brought to the Recycling Manager or Staff Non-commissioned Officer In Charge (SNCOIC) for screening prior to being accepted.

(3) All aerosol cans must have the spray tip attached to be accepted.

(4) Aerosol cans are to be empty at the time of turn in. Unit personnel turning in aerosol cans are to perform a random sampling for the recycling personnel assisting with the turn in procedure. Procedure for sampling will be as follows: using the appropriate shop towel (red = petroleum, oil and lubricant products Purple towel = paints) instructs the unit personnel to hold towel to spray nozzle and depress for no more than 3-5 seconds, view towel for product. If product is present, send cans back to the unit. Sample at a minimum 25 percent of the load.

h. Refrigeration Units. The Recycling Center will not accept any refrigeration equipment for recycling. Any unit-requiring disposal of this type of equipment will contact Station Property at 577-7570.

i. Tires. The Station Recycling Center will not accept any tires. Units requiring turn in of tires will contact the DRMO scrap yard at the Naval Base 32nd Street, San Diego.

j. Drums with oil residue. All drums requiring turn in will be "California Empty." The definition of California Empty is the container must not contain any oil that can be poured out.

k. Furniture/Racks. The Recycling Center will only accept metal furniture or racks. All wooden furniture or other non-metal materials will be turned in to the Station Property for disposal to DRMO.

ENCLOSURE (1)

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ITEMS THAT MAY OR MAY NOT BE RECYCLED
AND DIRECTLY SOLD UNDER A QRP

Items that May be Recycled and Directly Sold Under a QRP:

- Industrial Scrap Metal
- Beverage containers (metal, glass and plastic)
- Office paper (High quality, bond, computer, mixed,
- Telephone books and federal register)
- Newspaper
- Cardboard/Pressboard
- Glass
- Plastics
- Scrap Wood
- Rags/Textile Wastes
- Auto tires
- Food Wastes from dining facilities
- Pallets

Items that are not Recyclable and Directly Sold Under a QRP:

- Precious Metal Scrap (gold, silver, etc.)
- Items that must be demilitarized at any time during its
- Life cycle
- Hazardous Wastes
- Commissary Store Wastes (food, cardboard) unless activity
- Chooses QRP
- Items that can be reused for original purpose without
- Special processing
- Used vehicles
- Aviation and Surface Depot Level Repairable items
- Vehicle or machine parts
- Electrical components
- Unopened containers of oil, fuels, paints or solvents
- Ships, planes or weapons that must undergo
- Demilitarization or mutilation prior to sale
- Munitions List Items or Strategic List Items
- Lead Acid Batteries

ENCLOSURE (2)

RECYCLING FUND ADVISORY BOARD
CHARTER

1. Purpose. The Recycling Fund Advisory Board is established to make recommendations to the Commanding General, regarding the disposition of revenue generated from the recycling program.

2. Membership

a. Recycling Fund Advisory Board membership will initially be composed of the following individuals, units or organizations or their designated representatives:

- (1) Chair: AC/S, G-4, MCAS Miramar
- (2) Member: Director, Logistics Division MCAS Miramar
- (3) Member: Marine Corps Community Services (MCCS)
- (4) Member: 3d Marine Air Wing (MAW), G-4
- (5) Member: Environmental, MCAS Miramar

b. At the discretion of the Chair or upon the request of any member of the Board, invite technical staff or other advisors to attend Board meetings.

3. Duties and Responsibilities. Committee meetings will be held semiannually. The Board will consider recommendations consistent with the purpose of this charter and applicable laws, regulations and federal agency directives. Recommendations approved by the Recycling Fund Advisory Board will be forwarded to the CG, MCAS Miramar for consideration and final action.

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HOUSING DEPARTMENT RECYCLING PROCEDURES

1. Policy. Wherever recycling is available aboard the Station, residents will recycle, to the greatest extent practicable, their trash. The Housing Department MCAS Miramar will ensure Station residents receive recycling collection containers.

2. Procedures

a. Cans. Before recycling, all aluminum, steel and tin cans must be rinsed of food and placed in a recycling container for pickup. All empty metal cans and materials may be placed in the same recycling container.

b. Glass. Before recycling, all glass bottles and jars must be rinsed of food and placed in a recycling container for pickup. All colors and types of glass may be placed in the same recycling container.

c. Paper. Newspaper, magazines and other paper may be bound or contained for recycling and placed outside with other recyclables for pickup. Do not recycle wrappers, film, carbon paper, tissues, paper towels and disposable diapers.

c. Plastics. All empty plastic containers may be recycled. Before recycling, rinse the containers of food and place them in a recycling container for pickup.

e. Corrugated Cardboard. Flatten cardboard and place it outside with other recyclables for pickup.

f. Other. Contact Station Recycling at 577-6366 for any other recyclable items, i.e., (washer, dryer, wood, etc.).

g. Assistance. Contact your local housing representative for more information about MCAS Miramar's recycling program.

3. Collection. All recyclables will be taken to the Satellite Recycling Area across from the Marine Corps Exchange (MCX) and Commissary. Residents will segregate recyclable items at the Satellite Recycling Area.

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STANDARD OPERATING PROCEDURES FOR TURN-IN OF
AMMUNITION, EXPLOSIVES AND DANGEROUS ARTICLES (AEDA)

1. Purpose. To establish and implement comprehensive procedures for the turn-in of expended ammunition retrograde material to the Station Recycling Center.
2. Background. To ensure the safety and health of the Marines and personnel assigned to this function, the following items will be thoroughly screened, certified inert and segregated by caliber and category prior to turn in at the Miramar Station Recycling Center:
 - a. Expended or spent decoy flares.
 - b. Expended or spent cartridge actuated devices (CADS).
 - c. Expended or spent Aircrew Escape Propulsion Devices (AEPS).
 - d. Expended or spent impulse cartridges.
 - e. Expended Brass.
3. Procedures
 - a. All units will schedule an appointment with the Station Recycling Center 24 hours in advance to schedule the turn-in of AEDA by calling extension 7-6366.
 - b. A file record will be maintained at the Station Recycling Center, that will include all activities authorization letters, which will identify those personnel authorized by the activity's commanding officer to inspect, verify and certify AEDA as being spent or expended (enclosure 1). Every unit will resubmit a new authorization letter by 30 September of each year or when personnel changes occur.
 - c. Each command will ensure personnel authorized to turn in range residue, are on their activity's munitions residue inspector's authorization letter. The command will ensure the letter is current, and the signatures match the authorization letters on file at the Station Recycling Center.

ENCLOSURE (5)

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d. All units will provide a turn-in document (DD Form 1348-1) that has the required AEDA certification statement, personnel on their activity's authorization letter will sign the statement. Preparation of the DD-1348-1 must include the following statement at the bottom of the form:

"I certify that the items listed hereon have been personally inspected by me and, to the best of my knowledge and belief, contain no items of a dangerous and hazardous nature."

Print Name Unit Phone No. Rank Signature

e. All materials listed in page 1, enclosure (5) herein, will be inspected before turn-in to the Station Recycling Center by qualified individuals during the collection process to ensure no live ammunition, unfired primers, or misfired rounds are present. Additionally, the unit will ensure that there is no remaining unspent residue will in the cavities.

f. Casings must be sorted by caliber type by the unit and will contain no contaminants, such as steel chips, dirt, wood, or other debris.

g. Each command will deliver the AEDA to the Recycling Center and provide a working party to assist the recycling center with the unloading of expended munitions at the time of turn in.

h. For safety reasons, it is critical that expended AEDA items be verified by Base Recycling personnel to ensure all items are inert and expended.

i. The Station Recycling Center representative will stamp and sign the activity's DD Form 1348-1 signifying Miramar's Station Recycling Center has inspected, verified, and certified all residue as being spent or expended. A record file of all 1348's for all turn-in will be maintained in the Recycling Center for two years.

j. Ensure all markings/stickers on A&E containers are obliterated/removed. Each command will spray paint over markings and all explosives identification stickers will be removed.

ENCLOSURE (5)

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k. Ensure wooden A&E containers treated with pentachlorophenol are treated and disposed of as a hazardous waste in conjunction with MCAS Miramar Environmental Department. These containers can be identified by a stamp on the container identifying it as having been treated with pentachlorophenol.

l. The Recycling Center will not accept any AEDA or A&E containers that do not meet the above criteria or conform to the standards set forth in the references.

m. Upon the findings of mixed calibers, live rounds, clips with brass, wood, dirt or any discrepancies found with turn-in property by Station Recycling personnel, the property will not be accepted and a memo stating the discrepancy will be forwarded to the appropriate commander.

n. The Recycling Center will store all materials in a segregated manner and the materials will be secured in lockable storage bins.

ENCLOSURE (5)

16 AUG 2001SATELLITE SITE AND PICK UP LOCATIONS1. All Current Metal Bin Collection Points:LOCATIONS OF METAL BINS

LOCATION	BLDG#	FREQ OF P/U	TYPE OF BINS
POWER PLANTS	8461	ONCE A MONTH	TILT BIN (1)
GOLF COURSE	DAVIS AVE	ONCE A MONTH	TILT BIN (2)
GSE	8200	ONCE A MONTH	20 FT ROLL-OFF (1)
STATION ORDINANCE	EAST MIRAMAR	ONCE A MONTH	TILT BINS (2)
BRIG	7684	ONCE A MONTH	TILT BIN (1)
MALS 16-ORDNANCE	7490	ONCE A MONTH	TILT BIN (1)
HORSE STABLES	OUTSIDE EAST GATE	ONCE A MONTH	TILT BINS (2)
PWD	6311	ONCE A MONTH	TILT BIN (1)

ENCLOSURE (6)

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2. Current Cardboard Collection Points:

CARDBOARD CAGE LOCATIONS

LOCATION	BLDG#	FREQ OF P/U
STATION PROPERTY	6216	ONCE A WEEK
AUTOPORT	6214	2-3 TIMES A WEEK
MCCS	6022	2-3 TIMES A WEEK
SUPPLY	7209	2-3 TIMES A WEEK
POWERPLANTS	8461	ONCE A WEEK
RICE KING	8600	2-3 TIMES A WEEK
HANGER 3	9500	2-3 TIMES A WEEK
GSE	8200	2-3 TIMES A WEEK
HANGER 4	9470	2-3 TIMES A WEEK
HANGER 6	9670	2-3 TIMES A WEEK
BRIG	7684	2-3 TIMES A WEEK
OFFICERS CLUB	4472	2-3 TIMES A WEEK
ENLISTED CLUB	5509	2-3 TIMES A WEEK
CHOW HALL	5500	2-3 TIMES A WEEK
BOWLING CENTER	2525	2-3 TIMES A WEEK
JET MART	2499	DAILY
FURNITURE STORE	2257	2-3 TIMES A WEEK
UNIFORM SHOP	6275	2-3 TIMES A WEEK
SATELLITE	EXC. PARKING LOT	DAILY
FLOWER SHOP	2660	2-3 TIMES A WEEK
COMMISSARY	2661	DAILY
PWC	6248	2-3 TIMES A WEEK
WIVES CLUB	6316	2-3 TIMES A WEEK
HAZMIN CENTER	8672	2-3 TIMES A WEEK
RESERVE CENTER	PARKING LOT	ONCE A MONTH
MEDICAL	2469	ONCE A WEEK
SATELLITE LOCATION	FRONT OF COM/MCX	2-3 TIMES A WEEK

ENCLOSURE (6)

16 AUG 20013. CURRENT PAPER COLLECTION POINTS:

LOCATION	FREQUENCY OF P/U	CONTAINER
Navy Lodging	weekly	Gray Bins (40 gals)
MCX	weekly	Gray Bins (40 gals)
Commissary	weekly	Gray Bins (40 gals)
DAPS	weekly	Gray Bins (40 gals)
Environmental	weekly	Gray Bins (40 gals)
PWC	weekly	Gray Bins (40 gals)
ROICC	weekly	Gray Bins (40 gals)
Vet Clinic	(every other week)	Gray Bins (40 gals)
Housing Office	(every other week)	Gray Bins (40 gals)
Officers Club	weekly	Gray Bins (40 gals)
MCCS	weekly	Gray Bins (40 gals)
MCCS Graphics	weekly	Gray Bins (40 gals)
ITT (Ticket Office)	weekly	Gray Bins (40 gals)
Chaplain's Office	weekly	Gray Bins (40 gals)
Enlisted Club	weekly	Gray Bins (40 gals)
COMCABWEST		
Headquarters	weekly	Gray Bins (40 gals)
Comptrollers Building	(every other Wednesday)	Gray Bins (40 gals)
HQHQRON S-1	weekly	Gray Bins (40 gals)
Station Repro	weekly	Gray Bins (40 gals)
ASTC	weekly	Gray Bins (40 gals)
Fire Station	weekly	Gray Bins (40 gals)
Supply Inventory	weekly	Gray Bins (40 gals)
Fire Prevention	weekly	Gray Bins (40 gals)
PMO	weekly	Gray Bins (40 gals)
Post Office	(exchange 3 big bins)	Gray Bins (40 gals)

ENCLOSURE (6)

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SAMPLE COMMAND ACTIVITY LETTER

From: Command Name
To: Names, Rank/Grade of primary and alternate recycling
representatives.
Subj: APPOINTMENT OF UNIT RECYCLING REPRESENTATIVE/ALTERNATE
RECYCLING REPRESENTATIVE
Ref: (a) StaO 6280.1A

1. Per the reference, you are hereby appointed as the Unit
Recycling Representative/Alternate Recycling Representative.
2. You will familiarize yourself with the content of the reference
in the performance of your duties.
3. This appointment is terminated upon your relief/transfer from
your command, or unless sooner revoked.

SIGNATURE

Copy to:
Recycling Manager, MCAS Miramar

ENCLOSURE (7)